



JOBS FOR MONTANA'S GRADUATES

COMPETITIVE EVENT MANUAL

**Jobs for Montana's Graduates
Department of Labor and Industry
PO Box 1728
Helena, MT 59624-1728
Phone: 406-444-1713
Fax: 406-444-3037**

Revised ~ Summer 2010

COMPETITIVE EVENT MANUAL

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1.0 INSTRUCTIONS, RULES, PREPARATION & TIPS

1.1 GENERAL INSTRUCTIONS AND RULES

1.2 SPECIALISTS: HOW TO PREPARE YOUR STUDENTS

1.3 STUDENTS: TIPS FOR SUCCESS

1.4 COMPETITION CHART FOR CDC BY GRADE

GENERAL INSTRUCTIONS AND RULES

- **Active MCA Members**: Competitors must be *active members* in their local JMG Montana Career Association. They must be enrolled in their JMG class and be on the roster in the JAG database.
- **Max of One "On-Site" Event per Student**: Each student may compete in one conference "On-Site" event. Should a student win two or more individual events at the chapter or classroom level for which on-site competition will be held at the state level, that student will have to decide which "on-site" or conference event he/she would like to compete in at the state level. The second place chapter winner(s) will compete in the other competition(s). **Please see the "Competition Chart for CDC by Grade" for a list of events by grade level and designation as what counts toward a student's one allowed "On-Site" event.** *Competition in the talent event does not count toward the limit of one individual "on-site" conference event.*
- **Competition Registration**: Competitors will register for competitive events on the official *Career Development Conference registration form* provided and the JMG Career Specialist will ensure that the registration is mailed in a timely manner to meet the state office deadline. Note that *some events have additional forms* or information that must be submitted as well, so pay special attention to the guidelines of each event.
- **Competition Guidelines/Timelines**: Competitors, including chapters and chapter delegates, must abide by the guidelines and timelines for each specific event or risk being disqualified.
- **Grade Level**: Competitors may compete only in the events that are approved for their grade level.
- **Events Orientation**: All competitors and/or chapter event representatives competing in conference "On-Site" events will attend a competitive events orientation just prior to the regularly scheduled competitive events at the time and place specified in the conference agenda.
- **Business Attire**: Competitors shall wear appropriate business attire. Hats are not allowed.
- **Competition Area**: Competitors must leave the competition area after they have completed their event and go on to the next scheduled activity, i.e., holding area for the next event or a workshop.
- **Substitutions**: Student substitutions for competitive events are allowed *only* at the discretion of the JMG staff and for good cause.
- **Judging**: The decision of the judges is final.

SPECIALISTS: HOW TO PREPARE YOUR STUDENTS

- **Provide Competitive Event Overview:** Provide an overview of all of the competitive events for your students.
- **Review Rules and Tips:** Review “General Instructions and Rules” and “Students: Tips for Success” with the students.
- **Hand Out Guidelines/Rating Sheets:** Make copies of the Guidelines and Rating Sheets for each student who will be competing in a given event. Students need to know the process and be prepared to compete.
- **Teach JMG Curriculum:** Teach and review related JMG curriculum. Most competitive events correspond to a core competency.
- **Complete Local Competitions:** Use employers and teachers as your judges. Get people involved with your program.
 - Local competitions should be held far enough in advance so the names of the chapter winners/competitors can be sent to the state office on the registration form by the given deadline.
 - Run through a mock competitive event if you do not have local events so the students can practice their events.
- **Help Students Prepare a Checklist:** Have students make their own checklist for the event they will be competing in and go over the checklist with them to ensure that they are adequately prepared and have read all of the event information (Guidelines and Rating Sheets).
- **Register to Compete:** Send names of competitors to Helena on the Career Development Conference registration form. Note that *some events have additional forms* or information that must be submitted as well, so pay special attention to the guidelines of each event.
- **Assist Students with Business Attire:** Make sure that all of the students attending the conference have appropriate clothes that meet the "business professional" requirement at the CDC conference.

STUDENTS: TIPS FOR SUCCESS

BEFORE THE CONFERENCE:

- **Study Competitive Event Guidelines:** Follow the guidelines for the event in which you are competing.
- **Review Rating Sheet:** Review the event rating sheet for your event prior to competing so that you are prepared and know what the judges are evaluating. Rating sheets for all events are included in this manual.
- **Prepare for Your Event:** Use the guidelines and rating sheet to prepare for your event. Make a checklist for the event you will be competing in with the materials/information you will need to compete successfully. Bring multiple copies of what you will need to the conference so that you are prepared.

DURING THE CONFERENCE:

- **Come Prepared:** Know the guidelines for your event; bring any materials you need with you.
- **Dress in Appropriate Business Attire:** All competitors should be dressed in business attire such as khaki dress slacks and a collared shirt. No hats are allowed.
- **Be On Time:** You will be disqualified by the judges if you are late.
- **Use Eye Contact:** Remember to have positive eye contact with the judges.
- **Introduce Yourself:** If appropriate, introduce yourself to each judge at the beginning of your event. Remember GNAP (greeting, name, affiliation, purpose). This shows composure and proper business etiquette.
- **Chewing Gum is Discouraged:** It is distracting and reflects poorly on you in a business setting.

NOTE: TIPS FOR SPECIFIC EVENTS ARE LOCATED IN THE GUIDELINES FOR EACH EVENT.

GOOD LUCK!

COMPETITION CHART FOR CDC BY GRADE

CAREER DEVELOPMENT CONFERENCE ~ PRE-CONFERENCE OFF-SITE EVENTS:

THESE EVENTS DO NOT COUNT TOWARD A STUDENT'S ALLOWED LIMIT OF ONE ON-SITE EVENT

9th grade individual options:

Poster/Slogan	2 competitors
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10th grade individual options:

Career Exploratory Notebooks	2 competitors
Poster/Slogan	2 competitors

11th grade individual options:

Career Exploratory Notebooks	2 competitors
Poster/Slogan	2 competitors

12th grade individual options:

Career Exploratory Notebooks	2 competitors
Poster/Slogan	2 competitors
Employment Preparation	2 competitors

Competitor may be from grade 10, 11, or 12:

Individual Civic Activities	1 competitor
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Chapter events:

Chapter Manual	1 entry
Web Page Design	1 entry
Chapter Civic Activities	1 entry

CAREER DEVELOPMENT CONFERENCE ~ ON-SITE EVENTS:

THESE EVENTS COUNT AS A STUDENT'S ONE ALLOWED ON-SITE EVENT. STARRED (*) EVENTS ARE EXCEPTIONS, WHICH DO NOT COUNT TOWARD A STUDENT'S ONE ALLOWED ON-SITE EVENT.

10th grade individual options:

Decision Making	2 competitors
Life Math Skills	2 competitors total from 10/11 grade (see event guidelines)
Public Speaking	2 competitors total from 10/11 grade (see event guidelines)

11th grade individual options:

Decision Making	2 competitors
Telephone Techniques	2 competitors
Words in the Workplace	2 competitors
Life Math Skills	2 competitors total from 10/11 grade (see event guidelines)
Public Speaking	2 competitors total from 10/11 grade (see event guidelines)

12th grade individual options:

Employment Preparation	2 competitors
Telephone Techniques	2 competitors
Words in the Workplace	2 competitors
Critical Thinking	2 competitors
Life Math Skills	2 competitors
Public Speaking	2 competitors

Competitor may be from grade 10, 11, or 12:

Electronic Presentation	1 entry (with 1 presenter)
- Though chapter event, will count as on-site individual event for presenter	

***Chapter Events (Do not count toward student's one allowed on-site event):**

*Chapter Banner	1 entry
*Talent Event	2 entries

2.0 FALL LEADERSHIP CONFERENCE COMPETITIVE EVENTS

2.1 CHAPTER EVENT

- **JMG Logo**

2.2 INDIVIDUAL EVENT

- **JAG LEADERSHIP EVENT (GRADES 11-12)**

GUIDELINES CHAPTER

Description: Each chapter will create a logo/motto for Jobs for Montana's Graduates and/or the Montana Career Association that is suitable for business representation.

Purpose: To encourage chapters and individuals to work together as a team, utilizing their graphic arts abilities and creative talents to develop a logo which promotes JMG and the MCA. The logo will be used on promotional items at the Career Development Conference.

Eligibility/Entries: All chapters are eligible to compete, one entry per chapter.

Observers: Logo entries will be on display at the Fall Leadership Conference.

Competitive Event Time: Submitted and judged prior to the Fall Leadership Conference.

Competition Rules:

1. Entries must be submitted by the given deadline to the state office prior to the Fall Leadership Conference using the registration form.
2. Entries will be judged prior to the conference.
3. Entries must be submitted on 8 1/2" x 11" paper from edge to edge (this is standard letter size).
4. Entries must be two-dimensional, flat surfaced.
5. The entry should focus on a logo/motto that will promote JMG and the MCA and be an appropriate business representation that can be used on items used at the Career Development Conference. It should be gender neutral.
6. The motto may only be up to five words long. If "JMG" is used in the motto, it will count as one word.
7. The entry may be the work of the entire chapter or an individual who represents the chapter. Chapters are encouraged to submit a chapter-wide entry to encourage participation as a team member.
8. The following information must be printed *on the back* of the logo:

<i>Name of chapter</i>	<i>Example:</i>	Culbertson High School
<i>City, State</i>		Culbertson, Montana
9. Chapter/school or student name or initials may not appear anywhere on the front of the logo/motto since it will be adapted for statewide use. This includes any other type of personal or chapter identification.
10. Entries will be judged based on the criteria contained in the rating sheet.

REGISTRATION FORM CHAPTER

Chapter High School: _____

Name of student: _____

Grade of student: _____

List all sources used in the process to create the artwork (websites, books, photos, pictures, etc). Include any hardware and software used. If work is all original, write "Original Work."

I, the undersigned, attest that the design and creation is my work. Any and all sources used are listed above. Furthermore, I attest that the production is in accordance with state and federal copyright laws.

I consent to its reproduction, use, and/or modification in any way for use by Jobs for Montana's Graduates.

Contestant Signature: _____ Date: _____

Specialist Signature: _____ Date: _____

RATING SHEET CHAPTER

High School: _____

CATEGORY	POINTS POSSIBLE	POINTS ACHIEVED
MOTTO		
1. Effectively promotes the goals of the JMG/MCA program.	15	
2. Degree of creativity and use of imagination.	15	
3. To the point; no longer than five words long. If "JMG" is used in motto, it counts as one word within the five word limit.	10	
LOGO		
1. Design:		
a. Artistic representation.	10	
b. Use of color.	10	
c. Originality--distinctive qualities, although ideas may not be entirely original; credit should be given for new approach.	15	
2. Overall appearance:		
a. Appropriate for use for promotional material and t-shirts.	10	
b. Representative of a professional image.	10	
c. Flat surfaced with no student name, local school/chapter or city on front.	5	
TOTAL POINTS POSSIBLE	100	
TOTAL POINTS ACHIEVED	XXXX	

FOR ADDITIONAL JUDGING COMMENTS, PLEASE SEE BACK OF PAGE.

JAG LEADERSHIP EVENT



GUIDELINES GRADES 11-12

Description: The student will display commitment to the JMG/MCA program and illustrate the value of the program to his/her personal and career goals.

Purpose: To enable the student to have a national leadership experience by taking part in a national JAG leadership training meeting and competitive events, touring national and historical sites in Washington, D.C. and meeting peers from other states.

Eligibility/Entries: One entry from each chapter. Student must in grade 11 or 12 and currently enrolled in the JMG/MCA program.

Observers: Not applicable.

Competitive Event Time: Letters will be rated prior to the Fall Leadership Conference.

Competition Rules:

1. The Career Specialist will submit the winning student entry accompanied by a letter of nomination to the state office as per the established deadline.
2. Junior or senior students interested in being considered for this award should *write a letter or paper to their Career Specialist* indicating why they feel they should be considered for this award.
3. Student's paper should include the following:
 - Why the student is in the JMG/MCA program
 - Personal history as it relates to what JMG will help him/her achieve
 - What the student believes he/she will get out of the national event
 - How the student plans to use the experience to contribute to the chapter's goals during the school year or succeeding years.
4. The Career Specialist(s) will judge the students' letters or paper and select ***one*** entry to be submitted to the state office as the nomination from the school/chapter.
5. The Career Specialist will submit a letter to the state office, along with the winning student's letter, indicating why the student was selected as the chapter entry and why it is felt that this student should be given the award.
6. If the student has a special talent or skill he/she would like to share during the national training session, this should be noted in the letter. A special talent or skill will not be a part of the rating criteria.
7. Competitors will be judged based on the criteria contained in the rating sheet.

JAG LEADERSHIP EVENT

RATING SHEET GRADES 11-12



Competitor: _____

High School: _____

CATEGORY	POINTS POSSIBLE	POINTS ACHIEVED
1. NEED Effectively expresses and clearly shows a need for being in the JMG/MCA program.	20	
2. UNDERSTANDING OF JMG/MCA Effectively expresses and has a clear understanding of what he/she believes he/she will get out of the JMG/MCA program.	20	
3. PERSONAL HISTORY AS IT RELATES TO JMG Explains his/her history and clearly relates it to aspects of JMG that have or will help in the future.	20	
4. COMMITMENT TO JMG/MCA Effectively expresses and clearly conveys a commitment to the JMG/MCA program and to the chapter's goals during current and future years.	20	
5. DEDICATION TO LEADERSHIP Including: community service learning projects, civic involvement, fundraising efforts and volunteerism.	10	
6. APPEARANCE Neatness of letter (overall appearance, free from errors, misspellings, punctuation, grammatical errors, etc.)	10	
TOTAL POINTS POSSIBLE	100	
TOTAL POINTS ACHIEVED	XXXX	

FOR ADDITIONAL JUDGING COMMENTS, PLEASE SEE BACK OF PAGE.

3.0 CAREER DEVELOPMENT CONFERENCE PRE-CONFERENCE “OFF-SITE” EVENTS

3.1 CHAPTER EVENTS

- **CHAPTER MANUAL OF THE YEAR**
- **CHAPTER WEB PAGE DESIGN**
- **CHAPTER CIVIC ACTIVITIES**

3.2 INDIVIDUAL EVENTS

- **EXPLORATORY CAREER NOTEBOOK (GRADES 10/11/12)**
- **POSTER/SLOGAN (GRADES 10/11/12)**
- **INDIVIDUAL CIVIC ACTIVITIES (GRADES 10-12)**
- **EMPLOYMENT PREPARATION - PHASE 1 (GRADE 12)**

CHAPTER MANUAL OF THE YEAR



GUIDELINES CHAPTER

Description: Chapters will develop a manual exhibiting information collected while completing activities that fulfill the requirements of the Program of Work in the areas of leadership development, career preparation, civic development, and social awareness. Chapters will plan and conduct activities relative to the Program of Work goals and objectives.

Purpose: The purpose of this event is to have students produce a manual which exemplifies the success of and commitment to their MCA Program of Work.

Eligibility/Entries: All chapters are eligible to compete. Chapters may submit only one entry per chapter.

Observers: Manuals will be on display during the state conference.

Competitive Event Time: This event will be judged prior to the Career Development Conference.

Competition rules:

1. The chapter must declare its intent to enter this event on the Career Development Conference registration form.
2. Manuals must be sent to the state office by the predetermined date.
3. Chapter manuals must be designed and presented as the work of the chapter's members, and it will encompass the current school year up to the date for submission.
4. The manual should consist of a book, album, or binder and must be divided into five sections with a tabbed divider before each section.
5. Contents of the five sections should include:
 - I. **Introduction to Chapter/Overview**
 - Name and picture of high school
 - Names and pictures of members and officers
 - Name(s) and picture(s) of career specialist(s)
 - II. **Leadership Development**
 - Written summary of at least one or two activities relating to this section of Program of Work.
 - Names of students participating and pictures of described activities.
 - III. **Career Preparation**
 - Same as section II.
 - IV. **Social Awareness**
 - Same as section II.
 - V. **Civic Activities**
 - Same as section II.
6. Manuals will be judged based on the criteria contained in the rating sheet.

CHAPTER MANUAL OF THE YEAR



RATING SHEET CHAPTER

High School: _____

CATEGORY	POINTS POSSIBLE	POINTS ACHIEVED
1. INTRODUCTION TO CHAPTER/OVERVIEW a. Name and picture of high school b. Names and pictures of members/officers c. Name(s) and picture(s) of career specialist(s)	(6) 0-2 0-2 0-2	
2. LEADERSHIP DEVELOPMENT a. Written summary of activities b. Names/pictures of students participating in described activities	(20) 0-10 0-10	
3. CAREER PREPARATION a. Written summary of activities b. Names/pictures of students participating in described activities	(20) 0-10 0-10	
4. SOCIAL AWARENESS a. Written summary of activities b. Names/pictures of students participating in described activities	(20) 0-10 0-10	
5. CIVIC DEVELOPMENT a. Written summary of activities b. Names/pictures of students participating in described activities	(20) 0-10 0-10	
6. OVERALL EVALUATION Originality, neatness, cohesiveness, layout/design. Points may also be given for additional materials included such as PR materials for events, souvenirs from events/activities, etc.	(14)	
TOTAL POINTS POSSIBLE	100	
TOTAL POINTS ACHIEVED	XXXX	

FOR ADDITIONAL JUDGING COMMENTS, PLEASE SEE BACK OF PAGE

CHAPTER WEB PAGE DESIGN



GUIDELINES CHAPTER

Description: Chapters will develop a web page focusing on the Jobs for Montana's Graduates program and the Montana Career Association.

Purpose: To allow students to demonstrate their technological, creative and artistic abilities by designing and implementing a chapter web page.

Eligibility/Entries: All chapters are eligible to compete and may have only one entry per chapter. Judges must be able to access the web page **only through the Internet**.

Observers: Not applicable.

Competitive Event Time: This event will be judged prior to the Career Development Conference.

Competition Rules:

1. The chapter must declare its intent to enter this event on the Career Development Conference registration form as per the established deadline. Entries must be submitted to the state office prior to the established deadline. The chapter is responsible for providing the accurate web page address.
2. Entries for this event will be judged prior to the Career Development Conference.
3. Web page content should focus on your local JMG/MCA program. It should promote interest in the activities, events, etc., of the JMG program and/or the MCA.
4. The entire web page should be viewable within a 15 minute time period.
5. The following information should be helpful in designing the web page:
 - ✧ Make the web page easy to read and understand; too many elements can make the page distracting rather than inviting. The design should take into consideration font, space, colors, etc. Use appropriate language, correct spelling, punctuation, and grammar.
 - ✧ Keep your audience in mind. Make the site usable and relevant.
 - ✧ Internal and external navigation should be accurate and timely. Links should be labeled, clear, easy to follow, and not be dead ends.
 - ✧ The purpose of the site should be clear and the content should be interesting.
 - ✧ Contact and site copyright information should be listed. Don't forget about copyright for any information from other sources. Give credit when it's due.
 - ✧ Be creative!
6. Entries will be judged based on the criteria contained in the rating sheet.

CHAPTER WEB PAGE DESIGN



RATING SHEET CHAPTER

High School: _____

CATEGORY	POINTS POSSIBLE	POINTS ACHIEVED
1. READABILITY Type is easy to read and point size varies appropriately with headings and text. Italics, bold, indentations, background and colors are used to enhance readability. Text is appropriate in length for target audience. Correct grammar, spelling, and punctuation are used.	15	
2. LAYOUT The page is appealing to the eye. Horizontal and vertical white space is used effectively. Graphics, sound, and animation assist the reader in finding information, enhance concepts, or create interest.	15	
3. NAVIGATION Internal and external links are clear, labeled, and work properly.	15	
4. CONTENT The content is clear and concise with a main idea or theme. The web page includes contact and copyright information.	20	
5. USABILITY Website is interactive; involves user in purpose. Examples include parlaying information, disseminating news, calendar of events, inviting feedback, etc.	15	
6. CREATIVITY Design, uses, etc.	20	
TOTAL POINTS POSSIBLE	100	
TOTAL POINTS ACHIEVED	XXXX	

FOR ADDITIONAL JUDGING COMMENTS, PLEASE SEE BACK OF PAGE.

CHAPTER CIVIC ACTIVITIES



GUIDELINES CHAPTER

Description: The students will participate in civic activities within their communities and record number of hours of services they have provided. Career Specialists will then enter the information into the JAG National Database (eNDMS).

Purpose: To encourage JMG students to participate in civic activities that will promote service within the community.

Eligibility/Entries: All chapters are eligible to compete and may submit only one entry. NOTE: the Chapter Civic Activities event includes activities performed individually and as members of the MCA.

Observers: Not applicable.

Competitive Event Time: This event will be tallied and verified prior to the Career Development Conference.

Competition Rules:

1. The chapter must declare its intent to enter this event on the Career Development Conference registration form as per the established deadline.
2. Throughout the year, students will participate in community activities individually and as members of the Montana Career Association. These hours are recorded in the JAG data management system under the "Community Service" section of Model Services.
3. Each Career Specialist will print out the JAG eNDMS Model Services report listing the community service hours performed by the class. The Career Specialist will verify the number of hours on the database report and sign it.
4. The signed database report must be sent to the state JMG office by the given deadline.
5. The chapter with the highest average community service hours per student recorded in the eNDMS database under Model Services will be the winner in this event.

CHAPTER CIVIC ACTIVITIES



PRINTING THE JAG eNDMS REPORT CHAPTER

Printing eNDMS Report:

1. Sign into the JAG eNDMS Database.
2. Choose the “reports” button on the upper right-hand side of the screen.
3. Fill in the following information to retrieve your report:
 1. **Select a Report:** Model Services Report
 2. **Select Rosters:** Select your current roster (or leave as “Select One” if you are going to choose a group instead)
 3. **Select Groups:** Select your current group (or leave as “Select One” if you are going to choose a roster instead)
 4. **Limit Data to the Date Range:** Leave blank
 5. **Gender:** Leave as “Select One”
 6. **Race:** Leave as “Select One”
 7. **Government Assistance:** Leave as “Select One”
 8. **Barrier:** Leave as “Select One”
4. Choose the “Ok” button on the bottom of the page; your report will process and show up on the screen.
5. Your total community service hours will be shown at the bottom of the “Community Service” column as well as the average number of hours per student.
6. Print the report and verify it by signing your name the bottom of the page.
7. Submit the signed report to the JMG office by the given deadline.

EXPLORATORY CAREER NOTEBOOK



GUIDELINES GRADES 10/11/12 (ONE AWARD FOR EACH GRADE)

Description: The student will develop an exploratory career notebook.

Purpose: To allow students to demonstrate their ability to explore career and/or employment opportunities within their career field.

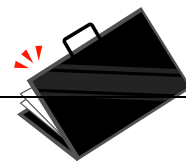
Eligibility/Entries: Two entries from each grade 10, 11, and 12 (total of 6 possible entries) per chapter may be submitted.

Observers: Notebooks will be on display during the Career Development Conference.

Competitive Event Time: This event will be judged prior to the Career Development Conference.

Competition Rules:

1. The competitor must declare his/her intent to enter this event on the Career Development Conference registration form.
2. Entries must be submitted to the state office by the established deadline and will be judged prior to the conference.
3. A standard three-ring notebook must be used to record career research; materials included should be on 8 ½" x 11" paper. Dividers between sections should be used. Sections should follow the given outline and be no longer than the maximum number of pages specified.
4. All materials in the notebook must be designed, implemented and presented as the work of the competitor. The material must be typed or neatly printed in ink. The information must be factual and based on actual happenings. The competitor must footnote materials other than original work. The notebook must follow the outline provided.
5. Outline for notebook:
 - The front of the notebook must have the following information listed:
 - Competitor's name
 - School name
 - Grade level
 - Career researched
 - The first page must be a Table of Contents, including page numbers (max 2 pages).
 - The second item must be an essay relating to the career selected as a result of conducting the research for the Exploratory Career Notebook. **Essay is limited to 500 words** (max 2 pages).
 - The third item must be the student's Personal Resume (max 2 pages).



- The fourth item must be an Exploration of Career Interests; this should be an interest inventory. Examples include MCIS, Copes/Cops/Caps, etc. A suggestion is that this information be placed in a plastic sleeve so that excessive binder pages not be used; will count as two pages.
- The fifth item must be the research of one career field on-site, describing the career researched, including any of the following (max of 20 pages):
 - (1) Information pertinent to interviews and visitations, i.e., date and site of meeting, contact person, and pictures.
 - (2) Information pertinent to written requests for research materials; i.e., letter, contact person, company/agency and address.
 - (3) Research materials gathered by writing or visiting areas of interest; i.e., articles, qualifications for employment, salary and benefits, hazards and potential for employment and advancement.

6. Entries will be judged based on the criteria contained in the rating sheet.

EXPLORATORY CAREER NOTEBOOK



Rating Sheet GRADES 10/11/12 (ONE AWARD FOR EACH GRADE)

Competitor: _____ High School: _____
 Grade 10 ☐ Grade 11 ☐ Grade 12 ☐

CATEGORY	POINTS POSSIBLE	POINTS ACHIEVED
1. GENERAL a. Nice appearance, evidence of creativity, effectiveness of presentation and care. b. Follows the given outline in the guidelines; doesn't go over maximum number of pages. c. Student uses a three-ring notebook.	20	
2. ESSAY ON CAREER SELECTION (max 2 pages/500 words) Relating to impact of research on career selection.	25	
3. PERSONAL RESUME (max 2 pages) a. Identification (name, complete address, and phone number). b. Content (objective, education, work experience and/or accomplishments, activities, skills, references, to the point). c. Neatness (overall appearance, format, free from errors, misspellings, grammatical errors).	15	
4. EXPLORATION OF CAREER INTERESTS At least one career exploration interest survey included (examples include MCIS, Copes/Cops/Caps, etc).	15	
5. RESEARCH OF CAREER FIELD (max 20 pages) a. Information pertinent to interviews/visitations (date and site of meeting, contact person, and pictures). b. Information pertinent to written requests for materials (letter, contact person, company/agency and address). c. Materials gathered by writing or visiting areas of interest (articles, qualifications for employment, salary and benefits, hazards and potential for employment and advancement).	25	
TOTAL POINTS POSSIBLE	100	
TOTAL POINTS ACHIEVED	XXXX	

FOR ADDITIONAL JUDGING COMMENTS, PLEASE SEE BACK OF PAGE.

POSTER/SLOGAN



GUIDELINES GRADES 9/10/11/12 (ONE AWARD FOR EACH GRADE)

Description: The student will create a poster/slogan to promote interest in the Jobs for Montana's Graduates program and/or the Montana Career Association.

Purpose: To allow students to demonstrate their artistic, creative and imaginative talents by making a visual display (poster/slogan) which promotes JMG and/or MCA.

Eligibility/Entries: Two entries from each grade 9, 10, 11, and 12 (total of 8 possible entries) per chapter may be submitted.

Observers: Posters will be on display during the Career Development Conference.

Competitive Event Time: Entries will be judged prior to the Career Development Conference.

Competition Rules:

1. The competitor must declare his/her intent to enter this event on the Career Development Conference registration form as well as submitting the Poster/Slogan registration form.
2. Entries are to be submitted to the state office prior to the established deadline and will be judged prior to the conference.
3. Posters must be 22" x 28" from edge to edge. This is standard size for a small poster board.
4. Poster must be two-dimensional, flat surfaced. Three-dimensional posters shall be disqualified. Picture and letter pasting is acceptable.
5. The poster should focus on the competitor's slogan which will promote JMG and the MCA.
6. The following information must be printed on the back of the poster:
 - Name of student
 - Name of school and advisor
 - Grade level of student
 - City
7. The student's name or initials may not appear anywhere on the front of the poster. This includes any other type of personal identification that the student might use.
8. The name of the local city or school/chapter may not be indicated on the front of the poster. This is so that the poster can be used statewide.
9. Entries will be judged based on the criteria contained on the rating sheet.

POSTER/SLOGAN

REGISTRATION FORM GRADES 9/10/11/12 (ONE AWARD FOR EACH GRADE)



Chapter High School: _____

Name of student: _____

Grade of student: _____

List all sources used in the process to create the artwork (websites, books, photos, pictures, etc). Include any hardware and software used. If work is all original, write "Original Work."

I, the undersigned, attest that the design and creation is my work. Any and all sources used are listed above. Furthermore, I attest that the production is in accordance with state and federal copyright laws.

I consent to its reproduction, use, and/or modification in any way for use by Jobs for Montana's Graduates.

Contestant Signature: _____

Date: _____

Specialist Signature: _____

Date: _____

POSTER/SLOGAN



RATING SHEET GRADES 9/10/11/12 (ONE AWARD FOR EACH GRADE)

Competitor: _____ High School: _____

Grade 9 ☐

Grade 10 ☐

Grade 11 ☐

Grade 12 ☐

CATEGORY	POINTS POSSIBLE	POINTS ACHIEVED
SLOGAN		
1. Effectively promotes the goals of the JAG/JMG program.	10	
2. Degree of creativity and use of imagination.	10	
3. Clarity of message.	10	
POSTER		
1. Design:		
a. Artistic representation.	10	
b. Use of color.	10	
c. Originality--distinctive qualities, although ideas may not be entirely original; credit should be given for new approach.	20	
2. Overall appearance:		
a. Neat.	10	
b. Space creatively used.	10	
c. Flat surfaced with no student name/initials, local city or school/chapter name on the front.	5	
d. Measures 22" x 28"	5	
TOTAL POINTS POSSIBLE	100	
TOTAL POINTS ACHIEVED	XXXX	

FOR ADDITIONAL JUDGING COMMENTS, PLEASE SEE BACK OF PAGE.

INDIVIDUAL CIVIC ACTIVITIES



GUIDELINES GRADES 10-12 (ONE AWARD TOTAL)

Description: The student will participate in civic activities within his/her community and record number of hours of services he/she has provided.

Purpose: To encourage JMG students to participate in civic activities that will promote service within the community.

Eligibility/Entries: All chapters are eligible to compete. One entry per chapter.

Observers: Not applicable

Competitive Event Time: Entries will be judged prior to the Career Development Conference.

Competition Rules:

1. The competitor must declare his/her intent to enter this event on the Career Development Conference registration form as per the established deadline.
2. Throughout the year, students will participate in civic activities individually and as a member of the Montana Career Association. These hours are recorded in the data management system.
3. Any volunteer activities performed by the student can be used in this event; thus, volunteer activities such as church nursery and volunteer fire department can be included. The activities can be part of MCA or individual volunteer activities.
4. The following Individual Civic Activities Event Form must be filled out.
5. The student will sign off on the number of hours they performed and the Career Specialist will verify the number of hours submitted and also sign the form, which must be sent to the state JMG office by the given deadline.
6. Totals of hours will be tallied prior to the Career Development Conference. The entry with the highest number of community service hours will be the winner of this event.

Chapter High School: _____

Name of Student: _____

Number of hours of MCA community service: _____

Number of hours of service activities outside MCA: _____

Total hours of service activities performed: _____

Please list service activities and corresponding hours in which the student has participated (can also be listed on a typed sheet attached to this registration form):

[illegible]

I attest that I performed the hours of community service listed above.

Contestant Signature: _____

Date: _____

I have verified the number of hours reported for their accuracy.

Specialist Signature: _____

Date: _____

EMPLOYMENT PREPARATION – PHASE 1



GUIDELINES GRADE 12

- Description:**
- Phase One** Cover Letter and Resume. The student will compete for a simulated job opening by developing a cover letter and a resume which is then mailed to the state JMG office by the given deadline.
- Phase Two** Employment Interview. Successful applicants of Phase 1 will complete a job application and experience a simulated employment interview at the Career Development Conference in May.

Purpose: To enable students to demonstrate their ability to secure employment through proficiency in the job application process and interview situations.

Eligibility/Entries: Each chapter may have two entries, which should be the first and second place winners at the 12th grade level from each chapter. The top applicants identified through Phase 1 (cover letter and resume) of the competition will advance to Phase 2 (a simulated employment interview).

Observers: Observers are not allowed in the Reception and Competition Rooms.

Competitive Event Time:

Phase One: No competition time; judging and scoring will take place prior to the Career Development Conference.

Phase Two:

Visit with Receptionist	5 minutes
Competition time	10 minutes
Scoring time for judges	5 minutes
Total time	20 minutes

Competition Rules:

1. The competitor must declare his/her intent to enter this event on the conference registration form and submit the application package (Phase I as described in step 2 below) by the established deadline.
2. The competitor may apply for any position listed on the organizational chart shown within this event's guidelines. There are openings in all departments shown on the chart. The student will develop and submit a resume and cover letter in a large (9" x 12") envelope. Each addressed envelope must contain **two copies** of the cover letter and resume.
3. The envelope must contain the following information as the return address:
Contestant's Name
School Name
School Address
4. Phase I materials (cover letter, resume, and envelope) must be addressed as follows:
Erica Swanson
JMG Print Shop - DLI
PO Box 1728
Helena, MT 59624-1728
5. The cover letter, resume and job application used by the student for this event must be factual and based upon the student's own qualifications for any of the mock positions for which the student is applying.

6. The application package will be judged prior to the Career Development Conference. The highest ranked applicants in Phase 1 of the competition will be notified regarding an employment interview (Phase 2). Applicants who have not ranked high enough for an interview will also be notified.
7. Selection Committee judges at the conference will be provided with a copy of the application package (envelope, cover letter, and resume) for each student who successfully completes Phase 1 and is scheduled for an employment interview (Phase 2).
8. When the competitor registers at the Career Development Conference, he/she will be given a job application to complete. A pocket resume or resume may be used to complete the application. The competitor must bring the completed application to the Receptionist at their given assigned competitive event time.
9. The competitor should wait in the specified holding area until time to report to the Receptionist with his/her completed application form. The competitor will give the Receptionist his/her name. The competitor will be given a total of five (5) minutes at the receptionist's desk. At this time, the competitor will be judged by the Receptionist on personal presentation and the application.
10. The competitor will then be taken to the Selection Committee and given ten (10) minutes for the interview. The competitor will be judged by the Selection Committee on personal presentation/appearance, responses and content, listening skills, communication skills, and the closing.
11. The competitor may use a pocket resume and/or resume in completing the job application but not during the interview.
12. Three sets of points will be added together to arrive at the total number of points achieved: (1) the cover letter and resume, (2) the receptionist/job application completion, and (3) the employment interview.
13. The Receptionist will be in one room and the Selection Committee in an adjacent room. While the Selection Committee is with one competitor, the Receptionist will be with another.
14. Competitors will be judged based on the criteria contained in the rating sheets.



JMG PRINT SHOP: COMPANY PROFILE

The JMG Print Shop provides duplicating and word processing services to the general public.

The services provided are:

1. Walk-in copying (self-service)
2. Specialty copying (engineering plans, etc.)
3. Offset duplicating
4. Desktop publishing (brochures, newsletters, etc.)
5. Specialty papers (including blank certificates)
6. Business cards, letterhead and envelopes
7. Facsimile (FAX) services
8. Pick-up and delivery services

The address for this company is as follows:

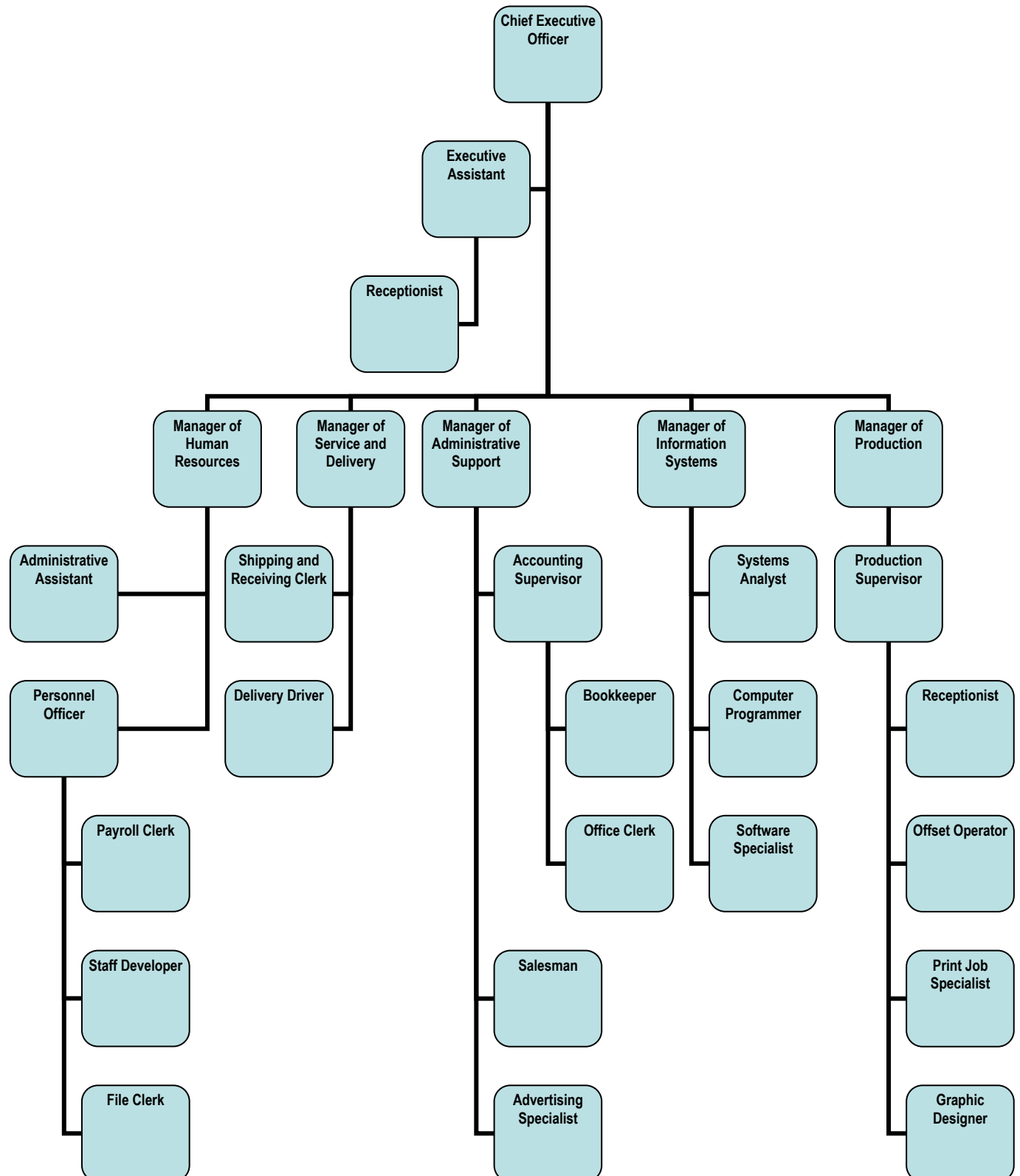
Please refer to the next page for a copy of an organizational chart of the company.

**Erica Swanson
JMG Print Shop - DLI
PO Box 1728
Helena, MT 59624-1728**

EMPLOYMENT PREPARATION



ORGANIZATION CHART GRADE 12



EMPLOYMENT PREPARATION – PHASE 1



COVER LETTER/RESUME PACKET RATING SHEET GRADE 12

Competitor: _____ High School: _____

PHASE ONE (COVER LETTER AND RESUME) CATEGORY		POINTS POSSIBLE	POINTS ACHIEVED
1. ENVELOPE Neatly addressed to the proper individual with the correct return address.		5	
2. COVER LETTER a. Addressed properly, correct use of grammar and spelling b. Letter is specific to job applied for and relates experience to skills required		5 15	
3. RESUME a. Clear identification (name, complete address including zip code, phone number including area code, email address). b. Content organization (objective specific to job applied for, skills, education, work experience and/or accomplishments, activities, references, to the point). c. Neatness (overall appearance, format, free from misspellings or grammatical errors).		5 10 10	
TOTAL POINTS POSSIBLE - PHASE ONE		50	
TOTAL POINTS ACHIEVED - PHASE ONE		XXXX	

FOR ADDITIONAL JUDGING COMMENTS, PLEASE SEE BACK OF PAGE.

4.0 CAREER DEVELOPMENT CONFERENCE “ON-SITE” EVENTS

4.1 CHAPTER EVENTS

- **CDC MOST PROFESSIONAL SCHOOL**
- **CHAPTER TALENT**
- **CHAPTER BANNER**
- **ELECTRONIC PRESENTATION**

4.2 INDIVIDUAL EVENTS

- **DECISION MAKING (GRADES 10/11)**
- **TELEPHONE TECHNIQUES (GRADES 11/12)**
- **WORDS IN THE WORKPLACE (GRADES 11/12)**
- **CRITICAL THINKING SKILLS (GRADE 12)**
- **EMPLOYMENT PREPARATION - PHASE 2 (GRADE 12)**
- **LIFE MATH SKILLS (GRADES 10/11 AND GRADE 12)**
- **PUBLIC SPEAKING (GRADES 10/11 AND GRADE 12)**

CDC MOST PROFESSIONAL SCHOOL



Guidelines CHAPTER

Description: Chapters will compete by exhibiting professional behavior and skills leading up to and during the conference.

Purpose: Students learn to work individually and as a team to exhibit professional behavior; students will also be awarded personally for individual contributions.

Eligibility: All chapters attending the Career Development Conference will automatically be competing in this event. Participants include all students attending the conference. One award will be given for the overall winner.

Observers: Observers are allowed during competition.

Competitive Event Time: The competition will take place when students arrive at the conference and will end before the awards luncheon on the last day. Registration information will also be used to determine the winner.

Competition Rules:

1. All chapters attending the Career Development Conference will automatically be entered in this event.
2. The following calculations will be used to determine the winner of this event:
 - a. **Commitment to Conference:** Students registered compared to the number of students that actually attend the conference.
 - b. **Competitive Event Participation:** % of students in attendance at CDC compared to the number of students competing in an event (excludes Chapter events)
 - i. If a student cancels participation in a competitive event the day of the event, the percentage for this category will go down.
 - ii. Only students in attendance at CDC will be counted; if a student attends the conference and competes in an off-site event, this will count toward the total. However, if a student competes in an off-site event and does not attend, this student will not count toward the total.
 - c. **Performance Cards:** Each student must collect 3 cards to receive 100% in this category for their respective school.
3. Performance cards will be given out by non-students participating in the conference. This could include Career Specialists, JMG Staff, Workshop Presenters, Competitive Event Judges, Hotel Staff, etc. Cards must have the spaces filled in for school name, student name, and signature of the person awarding the card in order to count.
 - a. The categories for Performance Cards include: Active Participation, Most Courteous, and Exhibits Leadership Skills. The total number of cards required to receive 100% will be divided by the number of cards actually collected for each school. This total will be the Performance Card percentage.
4. The school with the overall highest percentage in all 3 categories (Commitment to Conference, Competitive Events, and Performance Cards) will be awarded the **CDC Most Professional School** award.



Performance Card Criteria CHAPTER

Leadership Skills Criteria

Students will be judged on the presence of the following behaviors:

- Motivational to self and others
- Engaged in activity; enthusiastic participation
- Setting the example; role model material
- Getting and giving information/sharing
- Take charge attitude/steps up to the challenge
- Accepting of others differences and includes others
- Exhibits team membership skills like cooperation

Most Courteous Criteria

Students will be judged on the presence of the following behaviors:

- Best use of manners
- Politeness
- Considerate
- Uses GNAP~Greeting, Name, Affiliation, Purpose. Ex: "Hello my name is Cindy Smith. I am a student at McKinley High School and I am here to compete at the CDC."

Active Participation

Student will be judged on active participation in the following areas;

- Competitive events
- Workshops
- Talent Show
- Coordinated Chaos
- Volunteerism at the conference
- Assistance with the Awards Luncheon

CDC MOST PROFESSIONAL SCHOOL



Overall Calculation CHAPTER

Commitment to Conference:

Number of students registered for the conference (/) Number of students actually attending (=) Total Percentage

Example: 20 students registered, 18 attend. Commitment to Conference = 90%

Competitive Event Participation:

Number of students attending (/) Number of students competing (=) Total Percentage

Example: 10 students attend, 5 compete. Competitive Event Participation = 50%

Performance Cards:

Each student must collect 3 Performance Cards to receive 100% in this category.

Number of students attending (x) 3 Performance Cards (=) Total number needed to receive 100%

Example: 10 students attending x 3 performance cards = 30 cards needed to receive 100%
Students collected 20 cards = 67%

Most Professional School Calculation

Example: Commitment to Conference = 90%
Competitive Events = 50%
Performance Cards Collected = 67%
Total percentages (/) 3 categories = 69%

TALENT EVENT – GROUP AND INDIVIDUAL



Guidelines CHAPTER

Description: Students will display self-confidence and talent by entertaining JMG conference attendees and judges at the Career Development Conference.

Purpose: To allow student(s) to showcase musical, drama or comedy skills.

Eligibility: Two entries per chapter. All chapters are eligible to compete. Participants in Chapter Talent may consist of an individual or a group. The participating member(s) can be from one grade or all grades 9, 10, 11 and 12. Two awards will be given in this event: individual and group. Individual entries will only be judged against other individual entries, and group entries will only be judged against other group entries.

Observers: Observers are allowed during competition.

Competitive Event Time:

Preparation time	5 min
Competition time	5 min.
Scoring time for judges	5 min.
Total time	15 min.

Competition Rules:

1. The chapter must declare its intent to enter this event on the Career Development Conference registration form by the established deadline.
2. There may be two entries total per chapter in Talent. There are two talent categories: Individual Talent and Group Talent. Entries can be in either individual or group, or one in each. NOTE: Competing in the Talent Event does not count as a student's one allowed on-site event; they may compete in another on-site event as well. Also, talent will not count toward the professional school tally.
3. The competitors will supply all props needed to perform in the Talent event, including instruments, electrical cords, music, etc. The competitor is responsible for the security of all props and equipment. One microphone will be provided.
4. If music is being used for the talent, a labeled CD or flashdrive with the music must be turned in upon registration at CDC.
5. The talent must be appropriate to/honor the values of the Montana Career Association.
6. Competitors will be scheduled to perform at the conference session. It is the responsibility of the performers to be ready to perform at the scheduled time.
7. Competitors will be judged based on the criteria in the rating sheet.

TALENT EVENT – GROUP AND INDIVIDUAL



RATING SHEET CHAPTER

Competitor(s): _____

High School: _____

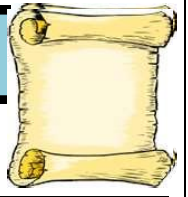
Chapter: ☐ Individual: ☐

CATEGORY	POINTS POSSIBLE	POINTS ACHIEVED
1. PREPARATION On time, prepared, and completed talent in the time allotted.	10	
2. APPEARANCE/COSTUME Appearance/costuming was appropriate for the talent performed.	10	
3. CONTENT The talent was appropriate to honor the values of the Montana Career Association (Social Responsibility/Civic Awareness/Leadership/Career).	20	
4. PRESENTATION There was enough volume to be heard by the audience, confidence shown, evidence of practice by the participant(s) etc.	20	
5. ENTERTAINMENT Enthusiasm from competitor(s). The presentation was entertaining and the audience approved and/or participated, etc.	40	
TOTAL POINTS POSSIBLE	100	
TOTAL POINTS ACHIEVED	XXXX	

FOR ADDITIONAL JUDGING COMMENTS, PLEASE SEE BACK OF PAGE.

CHAPTER BANNER

GUIDELINES CHAPTER



Description: The students will design and create a chapter banner.

Purpose: To allow chapter members to showcase their artistic, creative and imaginative abilities by creating a banner that promotes their local JMG/MCA chapter.

Eligibility/Entries: Chapters may submit only one entry.

Observers: Banners will be on display at the Career Development Conference.

Competitive Event Time: Banners will be judged at the Career Development Conference; no chapter representatives may be present at the time of judging.

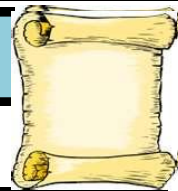
Competition Rules:

1. The chapter must declare its intent to enter this event on the career development conference registration form as well as the Chapter Banner registration form.
2. Registration forms must be submitted to the state JMG office by the required deadline.
3. The banner must be brought to the conference and submitted at the Registration Desk.
4. The banner must be designed, implemented, produced and presented as the work of the chapter's members, not an individual student.
5. The banner may be submitted in one of two categories: (1) Wood and Metal or (2) Fabric and Paper. Each chapter will be responsible for securing its banner material. Banners may have the capability for a rod, flag pole, or stand for chapter use. The finished size of the banner must be 2 feet by 5 feet exclusive of method for hanging. **Due to the nature of the materials used, banners may be three dimensional.**
6. The following information must appear on the banner:

Jobs for Montana's Graduates <i>(no abbreviations)</i>	Jobs For Montana's Graduates Highline High School 2007 - 2008
High School Name	
Either "20XX" for year or "20XX-20XX"	

7. The banner should creatively promote the value and purpose of MCA. The official MCA emblem and/or tag line may be used in the design of the banner. Sewing, pictures, and letter pasting are acceptable. Original drawings or designs are encouraged.
8. Entries will be judged based on the criteria contained in the rating sheet.

CHAPTER BANNER



REGISTRATION FORM CHAPTER

Chapter High School: _____

Material Category (Choose one): Fabric/Paper ☐

Wood/Metal ☐

List all sources used in the process to create the artwork (websites, books, photos, pictures, etc). Include any hardware and software used. If work is all original, write "Original Work."

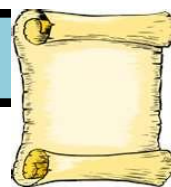
I, the undersigned, attest that the design and creation is the work or my class. Any and all sources used are listed above. Furthermore, I attest that the production is in accordance with state and federal copyright laws.

I consent to its reproduction, use, and/or modification in any way for use by Jobs for Montana's Graduates.

Specialist Signature: _____

Date: _____

CHAPTER BANNER



RATING SHEET CHAPTER

Competitor(s): _____

High School: _____

Fabric and Paper: ☐ Wood and Metal: ☐

CATEGORY	POINTS POSSIBLE	POINTS ACHIEVED
OVERALL APPEARANCE		
1. Neat	10	
2. Space creatively used	10	
3. Appropriateness of materials	10	
4. Measures 2 feet by 5 feet exclusive of method for hanging	5	
5. Includes: <i>"Jobs for Montana's Graduates"</i> School name i.e., <i>"JMG High School"</i> Year: <i>"20XX" or "20XX-20XX"</i>	5	
LAYOUT AND DESIGN Artistic representation, use of color	20	
SELLING POWER Purpose clear in promoting JMG and local MCA chapter.	20	
ORIGINALITY Although ideas may not be entirely original, credit should be given for creativity and/or a new approach	20	
TOTAL POINTS POSSIBLE	100	
TOTAL POINTS ACHIEVED	XXXX	

FOR ADDITIONAL JUDGING COMMENTS, SEE BACK OF PAGE.

ELECTRONIC PRESENTATION

GUIDELINES CHAPTER



Description: The chapter will develop a presentation and give it using electronic media.

Purpose: To allow students to develop and present information using electronic media.

Eligibility/Entries: One entry from each chapter. The presentation may be the work of one person or a group (developers may be all from one grade or mixed from grades 10, 11 and 12). One presenter must be chosen to give the presentation.

Observers: Observers are allowed in the competition room. Chairperson should announce that (1) observers are permitted subject to proper decorum, (2) they may not communicate with competitors, and (3) may not enter/leave the room while a student is presenting.

Competitive Event Time:

Preparation Time	10 minutes
Presentation	10 minutes
Scoring time for judges	10 minutes
Total time	30 minutes

Competition Rules:

1. The chapter must declare its intent to enter this event on the Career Development Conference registration form as per the established deadline.
2. The competitor should wait in the specified holding area until time to report to the Preparation/Presentation Room or summoned by the event chairperson.
3. The competitor will have 10 minutes to prepare for the presentation, such as focusing the machine, testing sound, checking slides, etc.
4. The state office will provide an IBM-compatible laptop with Microsoft PowerPoint software and speakers, In-Focus projector and surge protector for use by competitors. If competitors need equipment and software for a program other than provided by the state office, the competitor will be responsible for providing such equipment and software and its security.
5. Competitors will be limited to one virus-free CD for presentations or may bring their presentation on a flash drive. Competitors will leave a copy of their presentation with the judges that will remain property of Jobs for Montana's Graduates; this may be a copy on CD or the competitor may leave a copy on the desktop of the presentation computer.
6. It is recommended that the files also be saved in an alternative form, i.e. on a flash drive if working from CD or on a CD if working from a flash drive. It is always advisable to bring a backup in situations dealing with technology.

7. The presentation is limited to a total of 10 minutes.
8. The presentation should grab and hold the audience's attention and should promote the value and purpose of Jobs for Montana's Graduates and the Montana Career Association. The presentation should market JMG/MCA to students and/or the community or showcase the MCA Program of Work for your chapter.
9. The following information will be of assistance in developing the presentation:
- ⇒ **Images add to a presentation.** Be selective and allow the images to enhance your presentation, not overtake your message. Limit the number of images so they do not distract the audience. Images should not be facing off the page, because they draw attention away from your message. Try to rotate or flip an image so that it points or leads the eye to the text message.
 - ⇒ **Fonts.** Serif fonts are good choices for text-heavy documents because they help guide the eye from one character to the next. Sans serif fonts are excellent for titles, subtitles and short passages of text because from a distance, each character does not appear to run together. Experiment with different fonts to find one that fits your presentation. Make sure that words and lettering are readable.
 - ⇒ **Transitions.** Use transition effects sparingly, and use the same transitions for all slides in your presentation. You want all the slides in your presentation to have a similar look and to function as a unit.
 - ⇒ **Bullets.** Use no more than 6 bullets on any one slide with each line containing no more than 6-8 words. Use parallel syntax for each bullet, i.e., if the first begins with an action verb then all succeeding bullets should begin with an action verb.
10. The following information will be of assistance in selecting the presenter:
- ⇒ **One student must be chosen to give the entire presentation.** NOTE: If a student presents the presentation at CDC, it will count as the student's one allowed On-Site event. The presenter must register for the event on CDC registration. If a student works on the presentation before the conference but does not present at the conference, that student would not register for the event and may compete in another On-Site event.
 - ⇒ **When choosing the presenter, remember:** the presenter must give a presentation - **not just read the slides.** Enthusiasm and self-confidence should be evident. Voice should have good pitch, tempo and volume. Good presentation skills include using suitable gestures and mannerisms, being poised, maintaining good eye contact, and being professionally dressed. Speech should be clear and distinct, with correct pronunciation of words and proper grammar, avoiding slang.
11. Competitors will be judged based on the criteria contained in the rating sheet.



ELECTRONIC PRESENTATION



RATING SHEET CHAPTER

Competitor: _____ High School: _____

CATEGORY	POINTS POSSIBLE	POINTS ACHIEVED
1. EFFECTIVENESS AND ORGANIZATION		
a. Effectiveness: promotes the value and purpose of the Montana Career Association. Achieves the purpose to impress, inform and/or persuade.	15	
b. Organization: material is logical, organized, suitable, and coherent.	15	
2. SLIDE SHOW		
a. The look <u>Images</u> : good use of pictures, clip art, cartoons <u>Writing and fonts</u> : size and type are readable, keeping with the information being presented <u>Color</u> : in fitting with presentation; not too much or too little <u>Spacing</u> : not too crowded or too sparse, slides are balanced with text, images and space.	15	
b. <u>Information</u> is clear and understandable. Amount of information per slide is good--not too much or too little.	15	
c. Slideshow mechanics <u>Bullets</u> : Six or less bullets per slide; each containing no more than 6-8 words; syntax of the bullets consistent. <u>Transitions</u> : Used sparingly, the same for all slides. Not too fast, too slow or out of sync. Exceptions, if any, are for a good purpose.	10	
3. PRESENTATION		
a. Voice: Good pitch, tempo, volume, enthusiasm.	10	
b. Delivery skills: Suitable gestures and mannerisms; poised; maintained good eye contact; dress is professional; self-confident.	10	
c. Mechanics: Proper grammar; speech is clear and distinct; pronunciation is correct; acceptable terms; no slang.	10	
TOTAL POINTS POSSIBLE	100	
TOTAL POINTS ACHIEVED	XXXX	

FOR ADDITIONAL JUDGING COMMENTS, PLEASE SEE BACK OF PAGE.

DECISION MAKING



GUIDELINES GRADES 10/11 (ONE AWARD FOR EACH GRADE)

Description: The student will display decision making principles by making and justifying decisions on situations related to employment, peer group, school, etc.

Purpose: To allow students to showcase decision making skills by arriving at a decision through the use of decision making principles.

Eligibility/Entries: Two entries from grade 10 and two from grade 11 (total of 4 possible entries) per chapter may be submitted.

Observers: Observers are not allowed during competition.

Competitive Event Time:

Orientation	5 minutes
Analysis and response time	25 minutes
Scoring time for judges	30 minutes
Total time	60 minutes

Competition Rules:

1. The competitor must declare his/her intent to enter this event on the Career Development Conference registration form as per the established deadline.
2. The competitor should report to the designated room at the time specified in the competitive event schedule.
3. All materials will be provided by the event chairperson(s).
4. The chairperson will provide an orientation and then present the situation to the participants. The participants will have 25 minutes to analyze the situation and provide a written response.
5. At the end of the 25 minute period the competitors will give their written response to the Decision Making Chairperson(s).
6. Competitors may not enter the room after competition begins. Anyone leaving the competition room during the testing period may not re-enter.
7. All competitors will receive the same situation and will be judged based on the criteria contained in the rating sheet.

DECISION MAKING



RATING SHEET GRADES 10/11 (ONE AWARD FOR EACH GRADE)

Competitor: _____ Grade: _____

High School: _____

CATEGORY	POINTS POSSIBLE	POINTS ACHIEVED
1. WRITTEN PRESENTATION Written presentation is legible with few spelling and grammar mistakes.	10	
2. PROBLEM-IDENTIFICATION Competitor correctly identified the problem and said why this was the problem.	15	
3. FACT-FINDING ABILITY Competitor picked out the correct facts to back up his/her thoughts.	15	
4. IDENTIFICATION OF ALTERNATIVES Competitor identified alternatives and logical solutions. Explained what effects each would have on the situation.	25	
5. DECISION AND JUSTIFICATION Competitor selected a workable solution and was able to convince judges that the solution would work (defense of solution).	20	
6. FOLLOW-UP PROCEDURE Suggested ways to see that the problem did not come up again or ways to handle the same situation in the future (preparation/preventive measures).	15	
TOTAL POINTS POSSIBLE	100	
TOTAL POINTS ACHIEVED	XXXX	

FOR ADDITIONAL JUDGING COMMENTS, PLEASE SEE BACK OF PAGE.

DECISION MAKING



QUESTIONS FOR SITUATION GRADES 10/11

Students will be asked to answer the following questions about the given situation:

1. What is the main problem?
2. Why is this the problem?
3. What are the facts in the situation to back this up?
4. Name at least two solutions to the problem. Explain what effects each would have on the situation.
5. Choose the one you believe would be best and tell why you chose it.
6. What could be done to prevent this situation from happening in the future?

DECISION MAKING



SAMPLE SITUATIONS GRADES 10/11

1. You are the manager of the sales staff of the Smith Company. You have worked there for six years and get along very well with Mr. Smith (the boss and owner). Mr. Smith's son, Andrew, has just finished college and Mr. Smith would like to see Andrew take over some day. Mr. Smith assigns Andrew to you because he wants him to learn everything about the company and because Mr. Smith really values you as an employee. After one month of trying to work with Andrew, you decide that he is a real jerk. He's lazy, has a high and mighty attitude with the other workers, does not take instruction from you very well, and gets stoned on his breaks. Andrew really has his father fooled into believing he's the greatest. Mr. Smith contacts you and sets up an appointment in two days for you to tell him about the progress that Andrew is making.

2. Tom has been working at the warehouse of a large construction company for two (2) weeks. His job is to load trucks with extremely heavy concrete blocks. Tom has learned that his supervisor, Mr. Brown, has a serious drinking problem and that everyone on the crew that Tom works with is aware of the problem but will say nothing about it. On three (3) occasions, Mr. Brown has given orders that have caused minor injuries to people on Tom's crew. In two more weeks, Mr. Brown will turn in a one month evaluation on Tom that will determine if Tom gets to keep his job. Ms. Jones, the president and owner of the company, seems to know nothing about Mr. Brown's drinking problem and seems to like Mr. Brown. Tom fears that if he is silent, he or someone on his crew will be seriously injured, but that if he reports this situation to upper management, he will get a bad evaluation from Mr. Brown and will lose his job.

TELEPHONE TECHNIQUES



GUIDELINES GRADES 11/12 (ONE AWARD FOR EACH GRADE)

Description: The student will demonstrate his/her ability to make a telephone call and secure a specific appointment for a job interview.

Purpose: To allow the students to demonstrate competence, self-confidence and poise in telephone communications.

Eligibility/Entries: Two entries from grade 11 and two entries from grade 12 (total of 4 possible entries) per chapter may be submitted.

Observers: Observers are not allowed.

Competitive Event Time:

Phone call	3 minutes
Scoring time for judges	5 minutes
Total time	8 minutes

Competition Rules:

1. The competitor must declare his/her intent to enter this event on the Career Development Conference registration form as per the established deadline.
2. The competitor must turn in the completed Telephone Techniques registration form along with the Career Development Conference registration form. This information will be used by the judges during the conference. Once this information is submitted, the competitor is committed to use this information for the event.
3. The competitor will be asked to initiate a telephone call to a prospective employer concerning a specific job opening. The prospective employer (judges) may ask questions regarding the student's qualifications for the position for which he/she is seeking a job interview. The competitor may bring a copy of his/her résumé to help respond to these questions.
4. The competitor should wait in the specified holding area until assigned time to report to the competition room or summoned by the event chairperson.
5. The competitor will be escorted from the waiting area to a room to make the telephone call and will be provided with all equipment and supplies including the phone number of the employer (judge) and paper for notes.
6. The competitor will initiate a mock call to secure an interview based on the information he/she presented on the Telephone Techniques Event Registration form. The competitor will have three minutes to make the call. If the competitor has not finished, the judge will terminate the call at the end of that time.
7. Competitors will be judged based on the criteria contained in the rating sheet.

TELEPHONE TECHNIQUES



REGISTRATION FORM GRADES 11/12 (ONE AWARD FOR EACH GRADE)

Registration Form:

The company and position will be of the competitor's own choosing. This information will be used by the judges during the event (they will answer the phone as the company given and might ask questions about the product/service, etc.) Once this information is submitted with the Career Development Conference Registration form, the competitor is committed to use this information for the event.

Chapter High School: _____

Name of student: _____

Grade of student: _____

Name of the company student will be calling: _____

Product/service the company provides: _____

Position student is interested in at the company: _____

TELEPHONE TECHNIQUES



RATING SHEET GRADES 11/12 (ONE AWARD FOR EACH GRADE)

Competitor: _____ Grade: _____

High School: _____

CATEGORY	POINTS POSSIBLE	POINTS ACHIEVED
1. PRESENTATION Introduction includes greeting, name, and purpose.	15	
2. PROFESSIONALISM Business-like manner, ease of conversation, courtesy.	10	
3. ATTITUDE Enthusiastic, self-confident, responsive, sincere and conscientious.	15	
4. SPEECH Proper grammar, clear and distinct.	15	
5. CONTENT Statement of purpose--why the call is being made, knowledge of company and/or job for which interview is sought.	20	
6. CLARITY Interview secured and competitor confirmed the proper date and time of interview, address/room where interview will take place, and with whom the interview is to be held.	20	
7. CLOSING Thank you, etc.	5	
TOTAL POINTS POSSIBLE	100	
TOTAL POINTS ACHIEVED	XXXX	

FOR ADDITIONAL JUDGING COMMENTS, PLEASE SEE BACK OF PAGE.

TELEPHONE TECHNIQUES

JUDGES QUESTIONS GRADES 11/12



QUESTIONS WHICH MAY BE POSED BY THE PROSPECTIVE EMPLOYER (JUDGES):

1. Why are you interested in this position?
2. What job skills do you have that would qualify you for this position?
3. Why would you like to work for our company?
4. What do you know about the products and/or services that our company provides?
5. When would you be available to come to our office for an interview?
6. Do you know where we are located?

WORDS IN THE WORKPLACE



GUIDELINES GRADES 11/12 (ONE AWARD FOR EACH GRADE)

Description: The student will demonstrate spelling skills.

Purpose: To allow students to demonstrate their ability to spell words commonly used in the work place.

Eligibility/Entries: Two entries from grade 11 and two entries from grade 12 (total of 4 possible entries) per chapter may be submitted.

Observers: Observers are allowed in the competition room subject to proper decorum. They may not enter or leave the room during a round.

Competitive Event Time: 120 minutes -- Maximum

Competition Rules:

1. The competitor must declare his/her intent to enter this event on the Career Development Conference registration form as per the established deadline.
2. The competitor should wait in the specified holding area until the assigned time to report to the competition room or summoned by the event chairperson.
3. All materials will be provided by the event chairperson.
4. The terms will be selected at the discretion of the chairperson from words found in the Grades 10 and 12 Curriculum Guides (10.D25.§1 and 12.D22.SIS§2), as well as outside business sources.
5. Students shall be assigned a number and seated in numerical order for competition.
6. In competition, the competitor will stand in the order assigned. The announcer will state the words to be spelled. The competitor will pronounce the word to be spelled and pause. If she/she did not pronounce the word correctly, the announcer should take this opportunity to correct the competitor if he/she has misunderstood the word. Pronunciation, however, will not have any bearing on the qualification or elimination of any competitor. The competitor then proceeds to spell the word.

7. The competitor may request that the announcer enunciate the word again or define it. The announcer shall grant such requests until a total of three presentations of the word have been made to the competitor. After the third presentation, the competitor must commence spelling within 30 seconds or be disqualified.
8. Upon misspelling a word, the competitor immediately drops out of the event. A judge may correctly spell the word for the competitor so that they may know what the mistake was. Then, he/she may leave the competitive event room or be seated in the observer's section after the round is completed. The next word on the list is given to the next competitor in the line.
9. Having once started to spell a word, a competitor shall be given one opportunity to change letters once pronounced.
10. When the competitors are reduced to two, the elimination procedure changes. At this point, as soon as one competitor misspells a word, the other competitor shall immediately be given the opportunity to spell the word. If the competitor spells the word correctly, plus the next on the announcer's list, the competitor shall be declared the champion. However, if one of the last two spellers errs and the other, after correcting the error, misspells the new word, the misspelled new word shall be referred to the first speller for correction. If the first speller then succeeds in correcting the error and correctly spells the next word on the announcer's list, he/she shall be declared the champion. If both misspell the same word, both shall continue in the event.
11. Any question relating to the competition must be immediately referred to the judges. No protest can be entertained after a new round is started or after the event has terminated.
12. The decision of the judges is final.



CRITICAL THINKING SKILLS



GUIDELINES GRADE 12

Description: The student will display decision-making principles by making and justifying decisions on situations related to employment, peer group, school, etc.

Purpose: To allow students to demonstrate their ability to solve problems through the use of decision making principles.

Eligibility/Entries: Two entries per chapter from grade 12 (total of 2 possible entries) may be submitted.

Observers: Observers are not allowed during competition.

Competitive Event Time:

Preparation/situation time	15 minutes
Competition time	10 minutes
Scoring time for judges	5 minutes
Total time	30 minutes

Competition Rules:

1. The competitor must declare his/her intent to enter this event on the Career Development Conference registration form as per the established deadline.
2. The competitor should wait in the specified holding area until time to report to the Preparation/Situation Room or summoned by the event chairperson.
3. All materials will be provided by the event chairperson. Notes may not be taken to the area where the competitor receives the situation.
4. The chairperson will present the situation to the participant and allow 15 minutes to examine the situation and make notes. The chairperson may not answer any questions concerning the situation.
5. At the end of the fifteen (15) minutes the competitor will meet with the judges for 10 minutes to explain or identify the problem, the possible solutions, the solution recommended by the competitor, and the reasons for selecting that solution.
6. The competitor may use notes prepared during the preparation time for the examination by the judges.
7. The competitor should be able to define his/her choice of action in a business-like manner. The judges will ask questions about the competitor and the competitor's presentation.
8. All competitors will receive the same situation.
9. Competitors will be judged based on the criteria contained in the rating sheet.

CRITICAL THINKING SKILLS

RATING SHEET GRADE 12



Competitor: _____ High School: _____

CATEGORY	POINTS POSSIBLE	POINTS ACHIEVED
1. ATTITUDE Competitor greeted and addressed the judges politely; smiled and acted friendly; thanked judges.	5	
2. POISE Competitor seemed relaxed, but attentive; stood/sat up straight and looked at judges; maintained good eye contact, explained decisions thoroughly.	5	
3. DIPLOMACY Competitor used acceptable English. Allowed judges to make comments without interrupting and took other people's feelings into account when making decisions.	5	
4. PROBLEM-IDENTIFYING ABILITY Competitor identified the problem and why this was the problem.	20	
5. FACT-FINDING ABILITY Competitor chose the correct facts to back up his/her decision.	20	
6. IDENTIFICATION OF ALTERNATIVES Competitor suggested at least two possible actions and was able to predict the possible effects.	20	
7. DECISION AND CONVICTION Competitor selected a workable solution. Competitor was able to convince judges the solution would work and stood by his/her decision.	15	
8. FOLLOW-UP PROCEDURE Suggested ways to see that problem did not come up again or to handle the same situation in the future.	10	
TOTAL POINTS POSSIBLE	100	
TOTAL POINTS ACHIEVED	XXXX	

FOR ADDITIONAL JUDGING COMMENTS, PLEASE SEE BACK OF PAGE.

CRITICAL THINKING SKILLS

QUESTIONS FOR SITUATION GRADE 12



Students will be asked to answer the following questions about the given situation:

1. What is the main problem?
2. Why is this the problem?
3. What are the facts in the situation to back this up?
4. Name at least two possible solutions and describe the effects each would have on the situation.
5. Choose the solution you believe would be best and tell why you chose it.
6. What could be done to prevent this situation from happening in the future?

CRITICAL THINKING SKILLS

SAMPLE QUESTIONS GRADE 12



1. Bill Chao is an experienced clerk in the accounting department of Younker's Department Store. He has received many awards for his good work. Last week his supervisor, Kim Hanson, asked him to research the cost of recarpeting the entire store. She wanted to have the report on her desk by Thursday morning. Bill worked hard on the project and stayed late to complete it on time. When Kim saw the report, she complained that Bill had included information on only three carpet suppliers, that he hadn't presented the figures in the format she wanted, and that he had wasted time researching useless information about carpet pads. Both Bill and Kim were unhappy with the outcome of the assignment.
2. Sue Barns is a secretary for a major local television network. She handles work for both the president, Al Lang, and the marketing director, Karen Ivers. Although Mr. Lang and Mrs. Ivers work closely together, they don't check with each other when giving Sue work assignments.

Mr. Lang was made president because of his assertive nature and sound decision making. Much of his success can be attributed to the people he hires and delegates duties to. He is a demanding employer but lavished praise on employees who do their jobs well. Mrs. Ivers, the marketing director, is an outgoing, friendly person who is fun to work with. She expects perfection from herself and her assistants, although she has a tendency to procrastinate. Sue thoroughly enjoys working for Mrs. Ivers but sometimes feels extra pressure to complete the tasks she assigns.

Sue is a perfectionist who takes great pride in her work. She has a tendency to get frustrated if she feels the quality of her work is not up to the high standards she sets for herself. Most of the time Sue can keep up with the work, but this morning Mr. Lang asked her to prepare an important contract by the end of the day, and then Mrs. Ivers asked her to complete all the monthly sales reports by nine o'clock the next morning. It is impossible for Sue to finish both jobs on time.

EMPLOYMENT PREPARATION – PHASE 2



GUIDELINES GRADE 12

- Description:**
- Phase One** Cover letter and Resume. The student will compete for a simulated job opening by developing a letter of application and a resume which is then mailed to the state JMG office by the given deadline.
- Phase Two** Employment Interview. Successful applicants of Phase 1 will complete a job application and experience a simulated employment interview at the Career Development Conference in May.

Purpose: To enable students to demonstrate their ability to secure employment through proficiency in the job application process and interview situations.

Eligibility/Entries: Each chapter may have two entries, which should be the first and second place winners at the 12th grade level from each chapter. The top applicants identified through Phase 1 (cover letter and resume) of the competition will advance to Phase 2 (a simulated employment interview).

Observers: Observers are not allowed in the Reception and Competition Rooms.

Competitive Event Time:

Phase One: No competition time; judging and scoring will take place prior to the Career Development Conference.

Phase Two:

Visit with Receptionist	5 minutes
Competition time	10 minutes
Scoring time for judges	5 minutes
Total time	20 minutes

Competition Rules:

1. The competitor must declare his/her intent to enter this event on the conference registration form and submit the application package (Phase I as described in step 2 below) by the established deadline.
2. The competitor may apply for any position listed on the organizational chart shown within this event's guidelines. There are openings in all departments shown on the chart. The student will develop and submit a resume and cover letter in a large (9" x 12") envelope. Each addressed envelope must contain **two copies** of the cover letter and resume.
3. The envelope must contain the following information as the return address:
Contestant's Name
School Name
School Address
4. The Phase I materials (application letter and envelope) must be addressed as follows:
Erica Swanson
JMG Print Shop - DOLI
PO Box 1728
Helena, MT 59624-1728
5. The cover letter, resume and job application used by the student for this event must be factual and based upon the student's own qualifications for any of the mock positions for which the student is applying.



6. The application package will be judged prior to the Career Development Conference. The highest ranked applicants in Phase 1 of the competition will be notified regarding an employment interview (Phase 2). Applicants who have not ranked high enough for an interview will also be notified.
7. Selection Committee judges at the conference will be provided with a copy of the application package (envelope, cover letter, and resume) for each student who successfully completes Phase 1 and is scheduled for an employment interview (Phase 2).
8. When the competitor registers at the Career Development Conference, he/she will be given a job application to complete. A pocket resume or resume may be used to complete the application. The competitor must bring the completed application to the Receptionist at their given assigned competitive event time.
9. The competitor should wait in the specified holding area until time to report to the Receptionist with his/her completed application form. The competitor will give the Receptionist his/her name. The competitor will be given a total of five (5) minutes at the receptionist's desk. At this time, the competitor will be judged by the Receptionist on personal presentation and the application.
10. The competitor will then be taken to the Selection Committee and given ten (10) minutes for the interview. The competitor will be judged by the Selection Committee on personal presentation/appearance, responses and content, listening skills, communication skills, and the closing.
11. The competitor may use a pocket resume and/or resume in completing the job application but not during the interview.
12. Three sets of points will be added together to arrive at the total number of points achieved: (1) the cover letter and resume, (2) the receptionist/job application completion, and (3) the employment interview.
13. The Receptionist will be in one room and the Selection Committee in an adjacent room. While the Selection Committee is with one competitor, the Receptionist will be with another.
14. Competitors will be judged based on the criteria contained in the rating sheets.

JMG PRINT SHOP: COMPANY PROFILE

The JMG Print Shop provides duplicating and word processing services to the general public.

The services provided are:

1. Walk-in copying (self-service)
2. Specialty copying (engineering plans, etc.)
3. Offset duplicating
4. Desktop publishing (brochures, newsletters, etc.)
5. Specialty papers (including blank certificates)
6. Business cards, letterhead and envelopes
7. Facsimile (FAX) services
8. Pick-up and delivery services

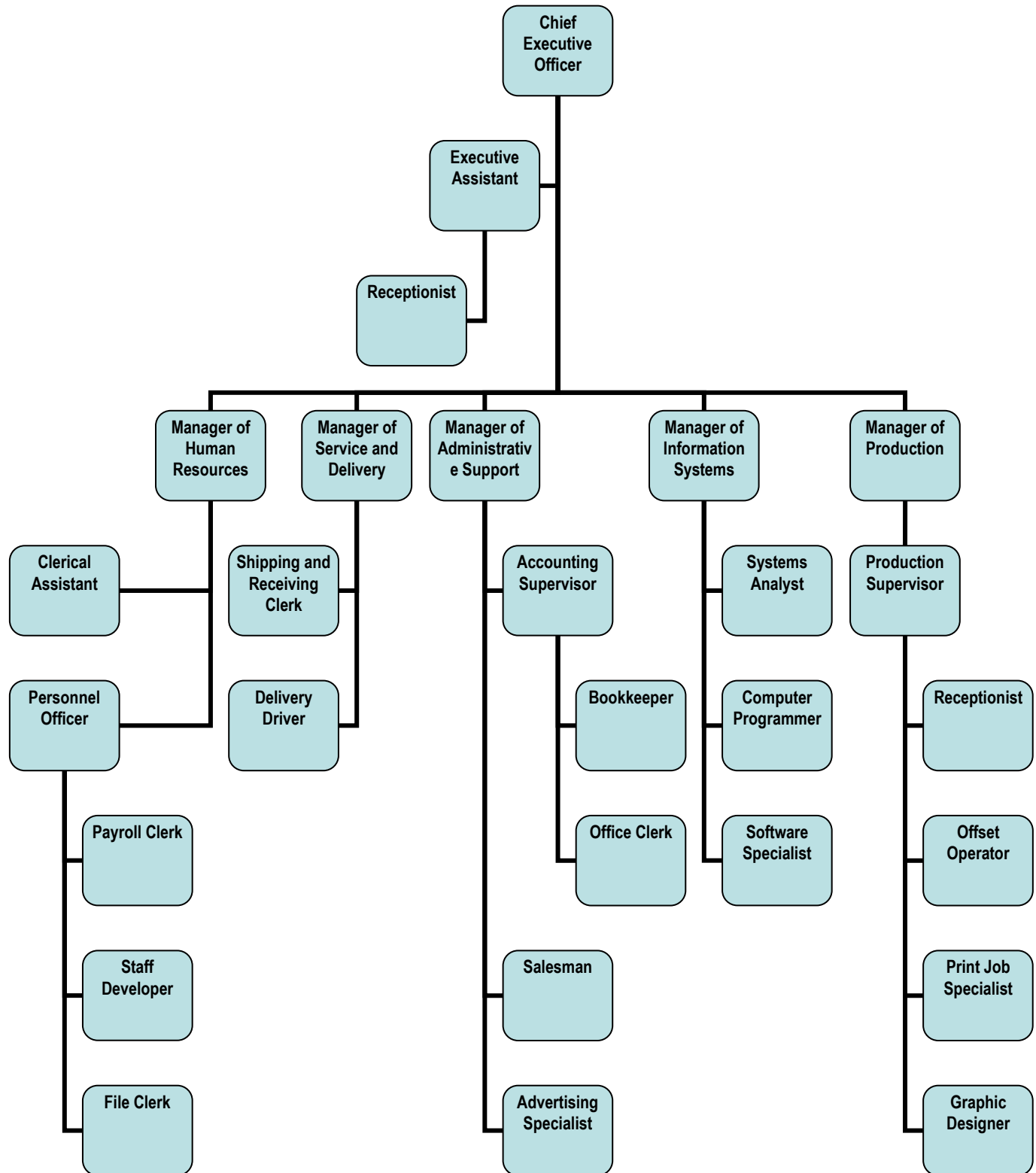
The address for this company is as follows:

Please refer to the next page for a copy of an organizational chart of the company.

Erica Swanson
JMG Human Resource Dept.
P.O. Box 1728
Helena, MT 59624-1728

EMPLOYMENT PREPARATION

ORGANIZATION CHART GRADE 12



EMPLOYMENT PREPARATION – PHASE 2



RECEPTIONIST RATING SHEET GRADE 12

Competitor: _____ High School: _____

CATEGORY	POINTS POSSIBLE	POINTS ACHIEVED
1. PERSONAL PRESENTATION Competitor greeted the receptionist; gave his/her name, affiliation and purpose of visit. Was pleasant and confident.	20	
2. APPLICATION a. Legibility The application is neat and easy to read.	5	
b. Spelling 1 point <u>deducted</u> per error; maximum of 5 points deducted.	-5 to 0	
c. Completeness All questions or blanks are complete and filled in as applicable.	10	
d. Accuracy	5	
e. Directions Applicant followed directions, i.e., used ink and printed, etc. Either all 10 points are awarded or none.	10	
TOTAL POINTS POSSIBLE	50	
TOTAL POINTS ACHIEVED	XXXX	

FOR ADDITIONAL JUDGING COMMENTS, PLEASE SEE BACK OF PAGE.

EMPLOYMENT PREPARATION – PHASE 2



SELECTION COMMITTEE RATING SHEET GRADE 12

Competitor: _____ High School: _____

PHASE TWO (EMPLOYMENT INTERVIEW): CATEGORY		POINTS POSSIBLE	POINTS ACHIEVED
1. PERSONAL PRESENTATION Applicant dressed appropriately for the interview and level of job to be filled; greeted Selection Committee members; gave his/her name and purpose of visit; was courteous; maintained eye contact, and had good posture.		15	
2. CONTENT/RESPONSE Answered appropriately and consistently with application and resume; showed a willingness to learn and take instructions; able to take criticism; willing to make a commitment; showed interest and initiative; and was knowledgeable about the organization.		30	
3. LISTENING SKILLS Applicant paid attention to the questions, answered what was asked, and asked questions to clarify interviewer's meaning if necessary.		15	
4. COMMUNICATION SKILLS Applicant used words that the interviewer understood; word choice was acceptable; avoided slang; used proper grammar; and spoke clearly.		10	
5. CLOSING The applicant ended the interview on a positive note, thanked the committee and shook hands, etc.		10	
TOTAL POINTS POSSIBLE - PHASE TWO		80	
TOTAL POINTS ACHIEVED - PHASE TWO		XXXX	

FOR ADDITIONAL JUDGING COMMENTS, PLEASE SEE BACK OF PAGE.

YOUTH EMPLOYMENT APPLICATION

Do you need any accommodation to participate in the application or interview process? ☐ Yes ☐ No



We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, or disability.

PERSONAL DATA

Name _____

Present Address _____ City _____ State _____ ZIP _____

Phone (____) _____ - _____ Message Phone (____) _____ - _____

Email Address _____ Driver's License: ☐ Operator ☐ CDL

EDUCATION

Circle highest school year completed: 8 9 10 11 12 13 14 15 16 17 18 19 AA BA MA Ph.D.

Name of school beyond high school: _____

Training Length _____ Date Completed _____

Major _____ Vocational Training _____

Are you a Veteran of Military Service? ☐ Yes ☐ No

WORK EXPERIENCE

Company Name: _____

Address: _____

Job Description (duties, skills, equipment used):

Date of Employment: Start ____/____/____ End ____/____/____

Reason for leaving: _____

Company Name: _____

Address: _____

Job Description (duties, skills, equipment used):

Date of Employment: Start ____/____/____ End ____/____/____

Reason for leaving: _____

YOUTH EMPLOYMENT APPLICATION Page 2

Company Name: _____

Address: _____

Job Description (duties, skills, equipment used):

Date of Employment: Start ____/____/____ End ____/____/____

Reason for leaving: _____

Company Name: _____

Address: _____

Job Description (duties, skills, equipment used):

Date of Employment: Start ____/____/____ End ____/____/____

Reason for leaving: _____

ADDITIONAL INFORMATION:

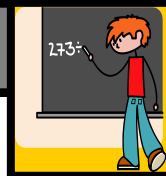
Volunteer Work:

Summary of work experience or additional information (such as special skills, licenses, etc.)

References (names of persons not related to you):

Name	Address	Phone

Signature: _____ Date: _____



GUIDELINES GRADES 10-11 AND GRADE 12

(ONE AWARD FOR GRADES 10-11, ONE AWARD FOR GRADE 12)

Description: The student will display his/her skills in practical math and basic problem solving.

Purpose: To allow students to demonstrate competency in solving practical mathematics problems.

Eligibility/Entries: Two entries from grade 10/11 and two entries from grade 12 (a total of 4 possible entries) per chapter may be submitted.

Observers: Observers are not allowed during competition.

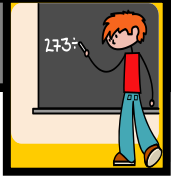
Competitive Event Time:

Explanation and testing dissemination	5 minutes
Test taking	45 minutes
Scoring time for judges/scorers	10 minutes
Total time	60 minutes

Competition Rules:

1. The competitor must declare his/her intent to enter this event on the Career Development Conference registration form as per the established deadline.
2. The competitor should report directly to the Competition Room at the scheduled event time.
3. All materials will be provided by the event chairperson, including pencil and scratch paper. The student may bring his/her own pencil, with eraser, if desired.
4. The event chairperson will provide an orientation and will answer any questions. Once the test begins, the chairperson cannot answer any questions except for word pronunciation.
5. The competitor will have 45 minutes to complete the test. Time warnings will be given at the halfway mark and with 5 minutes to go. No student will be admitted after the test has been handed out nor will anyone be allowed to leave the test area and return.
6. The participant will not be permitted to use a calculator or any other type of aid.
7. Competitors will complete the test and take the test and answer sheet to the Life Math Skills Chairperson. Competitors will be assigned a number for the order in which they complete the test; this number will only be used to determine a winner in the case of a tie.

LIFE MATH SKILLS



SAMPLE TEST GRADES 10-11 AND GRADE 12

(ONE AWARD FOR GRADES 10-11, ONE AWARD FOR GRADE 12)

Instructions:

1. Put any decimal points in their proper place.
2. For money problems, round to the nearest penny and include the dollar sign on your answer sheet.
3. **DO NOT WRITE ON THE TEST.** Record all answers on the answer sheet provided. Use scratch paper to calculate your answers.

1. 370
 + 608
 + 894

2. 985
 + 12
 +568
 +649
 +259

3. \$37.50 + \$281.25 +
 \$1,256.25 + \$1.25 =

4. 7000 - 5409 =

5. \$ 338.34
 - 157.86

6. \$45.81
 x 5

7. \$ 16.87 x 32 =

8. \$ 56.84
 x 35%

9. 0.17 x 6389 =

10. \$234.30 / 6 =

The local department store is having a clearance sale. Determine the sale price of each of the following items:

11. Beach Towels
 Original Cost = \$14.99
 25% off = _____

12. Blue Jeans
 Original Cost = \$39.99
 33% off = _____

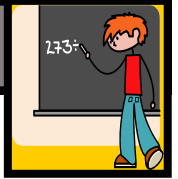
13. Set of Cook ware
 Original Cost = \$59.50
 1/2 off = _____

14. Stuffed Animal
 Original Cost = \$11.75
 1/3 off = _____

15. Jennifer earned \$460.00 for a two-week pay period. Her employer deducted \$35.19 for FICA, \$39.10 for State Income Tax, and \$69.00 for Federal Income Tax. What is Jennifer's net pay?

16. As an employee of a department store, Laura gets a 25% discount on everything she purchases there. She wants to buy some presents for her family. The items are regularly marked as follows: one shirt @ \$16.60; one travel kit @ \$20.79; two ties at \$9.99 each; and one dress at \$45.00. What is the total cost of the merchandise to Laura?
17. The map has a scale of 2 inches, which represents 30 miles. Tucson and Flagstaff are 19 inches apart on the map. How far apart are they in miles?
18. Marc is a warehouse worker at a variety store. He earns a yearly salary of \$10,400. How much does he earn each week (52 weeks)? How much does he earn per hour, based on a 40-hour work week?
19. Roberto's truck holds 14.5 gallons of gas. Assuming his tank is empty, how much will it cost him to fill up if gas costs \$1.18 per gallon?
20. The Montana Career Association is having a fund raiser. They are selling candy sticks that cost \$4.80 for a box of 80. If they sell them for 15 cents each, how many boxes must they sell to raise at least \$450.00 profit?
21. Michael works as a package assembler at a plant. He started working at \$4.50 per hour. After completing a three-month training period, he received a 30 cent per hour raise. Since then, he has earned pay increases of 50 cents per hour every three months. After one full year of employment, how much is Dave earning per hour?
22. Rose earns 7% commission on all her sales in the hosiery department as well as hourly wage of \$3.85. Monday she worked 6 1/2 hours and sold \$110.00 worth of hosiery. Tuesday she worked 8 hours and sold \$151.00 worth of hosiery. Friday she worked 6 hours and sold \$130.00 worth. Saturday she worked 7 1/2 hours and sold \$205.00 worth. How much did she earn that week?
23. Sandy earns \$3.80 per hour and 1 1/2 times that rate for any overtime after 40 hours. Monday she worked 9 hours, Tuesday, 8 hours; Wednesday, 9 hours; Thursday, 10 hours; and Friday, 10 hours. How much did she earn this week?

LIFE MATH SKILLS



ANSWER SHEET GRADES 10-11 AND GRADE 12

(ONE AWARD FOR GRADES 10-11, ONE AWARD FOR GRADE 12)

Note: Put only final answers on this sheet; use scrap paper provided for calculations.

Competitor: _____ Grade: _____

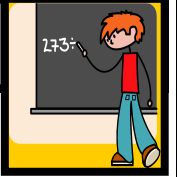
High School: _____

- | | |
|-----------|------------|
| 1. _____ | 13. _____ |
| 2. _____ | 14. _____ |
| 3. _____ | 15. _____ |
| 4. _____ | 16. _____ |
| 5. _____ | 17. _____ |
| 6. _____ | 18a. _____ |
| 7. _____ | 18b. _____ |
| 8. _____ | 19. _____ |
| 9. _____ | 20. _____ |
| 10. _____ | 21. _____ |
| 11. _____ | 22. _____ |
| 12. _____ | 23. _____ |

Correct answers: _____ of possible 23

Assigned completion number: _____

Time to Complete: _____



SAMPLE TEST ANSWER KEY GRADES 10-11 AND GRADE 12

(ONE AWARD FOR GRADES 10-11, ONE AWARD FOR GRADE 12)

1. 1872

14. \$7.83

2. 2473

15. \$316.71

3. \$1,576.25

16. \$76.78

4. 1591

17. 285

5. \$180.48

18a. \$200.00

6. \$229.05

18b. \$5.00

7. \$539.84

19. \$17.11

8. \$18.89

20. 63 boxes

9. 1086.13

21. \$5.80

10. \$39.05

22. \$149.52

11. \$11.24

23. \$186.20

12. \$26.79

13. \$29.75

PUBLIC SPEAKING



GUIDELINES GRADES 10-11 AND GRADE 12

(ONE AWARD FOR GRADES 10-11, ONE AWARD FOR GRADE 12)

Description: The student will prepare and present a 3-5 minute speech.

Purpose: To allow the students to showcase speaking skills by making a public presentation using the principles of verbal communication.

Eligibility/Entries: Two entries from grade 10/11 and two entries from grade 12 (a total of 4 possible entries) per chapter may be submitted.

Observers: Observers are allowed in the competition room. Chairperson should announce that (1) observers are permitted subject to proper behavior; (2) they may not communicate with competitors, and (3) may not enter or leave the room while a student is speaking.

Competitive Event Time:

Speaking Time	3 to 5 minutes
Judges Scoring Time	5 minutes
Total Time	10 minutes

Competition Rules:

1. The competitor must declare his/her intent to enter this event on the Career Development Conference registration form as per the established deadline.
2. The competitor should wait in the specified holding area until time to report to the Competition Room or summoned by the event chairperson.
3. The focus of the Montana Career Association is successful transition from high school to careers. Each student participating will present a speech on one of the following topics:
 - ⇒ What I Have Gained From JMG
 - ⇒ What JMG Means to Me
 - ⇒ How the JMG Program Has Impacted My Life
4. Each speech will be at least three minutes, but not exceed five minutes in length. No time warning will be given. A two-point penalty shall be assessed for each thirty (30) seconds or part thereof over or under the specified time allotted.
5. Each participant's speech must be the result of his/her own efforts - however, facts and working data may be secured from any available sources.

6. No outside materials or illustrations (including audio visual aids) may be used during the speech. However, speech notes on index cards are permitted.
7. There will be a podium in the room. The competitor must stand during his/her presentation and may, if he/she desires, use the podium.
8. A competitor may not hear the other competitors until after he/she has given his/her speech.
9. The winning speaker will give his/her speech at the awards ceremony.
10. Competitors will be judged based on the criteria contained in the rating sheet.



PUBLIC SPEAKING



RATING SHEET GRADES 10-11 AND GRADE 12 (ONE AWARD FOR GRADES 10-11, ONE AWARD FOR GRADE 12)

Competitor: _____ Grade: _____

High School: _____

CATEGORY	POINTS POSSIBLE	POINTS ACHIEVED
1. OPENING Appearance; business-like attire, introduction	15	
2. VOICE Pitch, tempo, volume, enthusiasm	10	
3. DELIVERY Gestures, poise, eye contact, mannerism	15	
4. ORGANIZATION Logic, clarity, suitability, coherence	15	
5. MECHANICS Grammar, pronunciation, diction, imagery	15	
6. CLOSING Summary, conclusion	15	
7. EFFECTIVENESS Achievement of purpose; to impress, inform and persuade	15	
8. LENGTH ~ PENALTY: <u>Deduct</u> 2 points for each 30 seconds or part thereof over or under 3-5 minute time allotment.	XXXX	
TOTAL POINTS POSSIBLE	100	
TOTAL POINTS ACHIEVED	XXXX	

FOR ADDITIONAL JUDGING COMMENTS, SEE BACK OF PAGE.